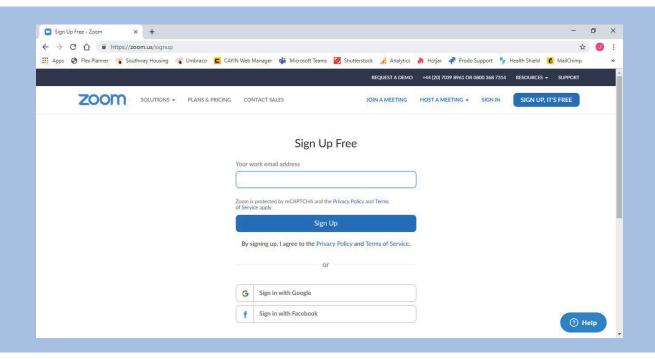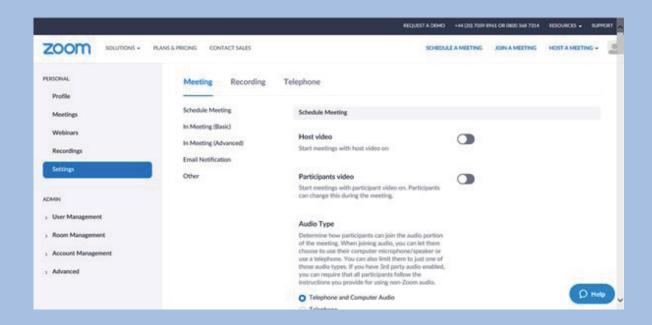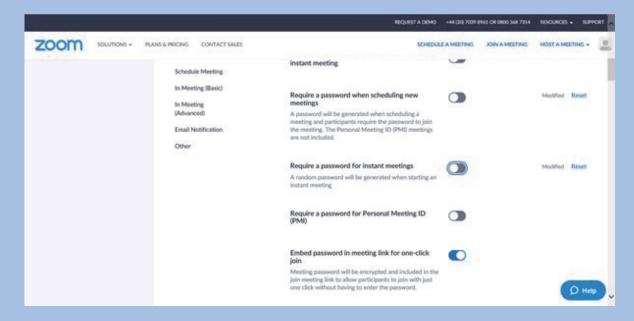# ZOOM VIDEO CALLS GUIDE

1 The first thing you will need to do will be to set up an account with Zoom if you haven't already done so. The website is **www.zoom.us**. If signing up, you will need to enter your email address and verify the email they send you. You have the option of either doing everything in your web browser or by downloading an App.

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2 Once you have registered and signed in, you can either schedule in a meeting or host one straight away. All meetings will send a password to the recipient to put in when joining the meeting. However, if you want to disable this you can do so by selecting the 'settings' tab on the left hand side and turning off 'Require a password for instant meetings' and 'Require a password for personal meeting ID'.

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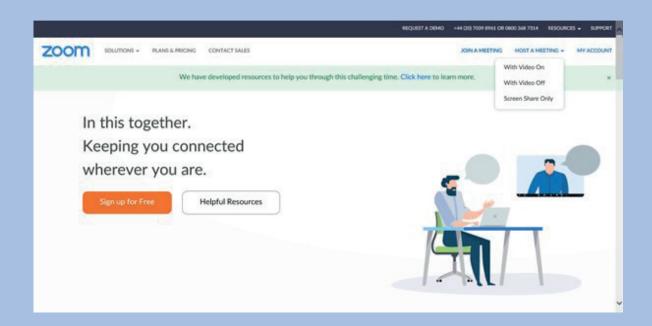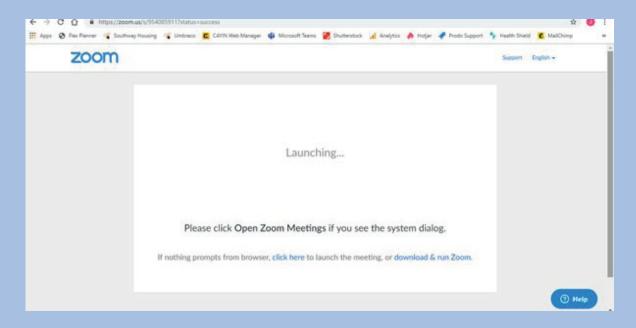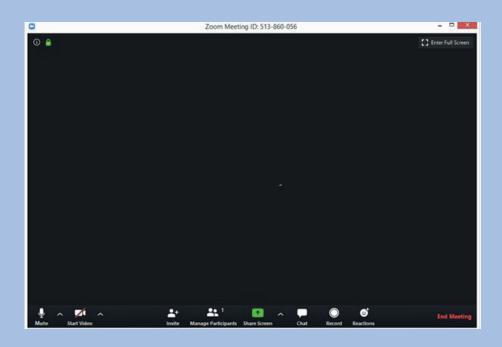
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3 To host a video meeting straight away, click on 'host a meeting' and 'With Video On' from the top tabs. A meeting will then launch (you will be given the option to open the meeting in the browser or download Zoom).

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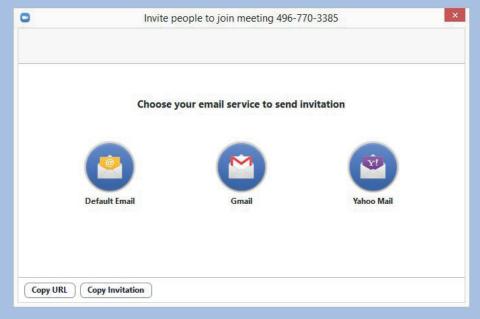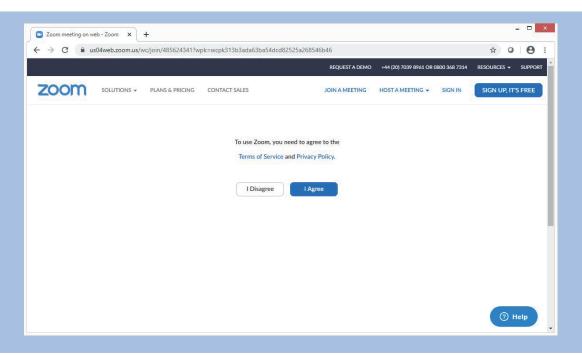
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4 Your meeting will now be active and you should see yourself in the video screen. To invite someone to your meeting, click on 'Invite'. Then you can choose to copy the invitation link in to an email and send to the recipient, or give Zoom access to your email to send the invitation.
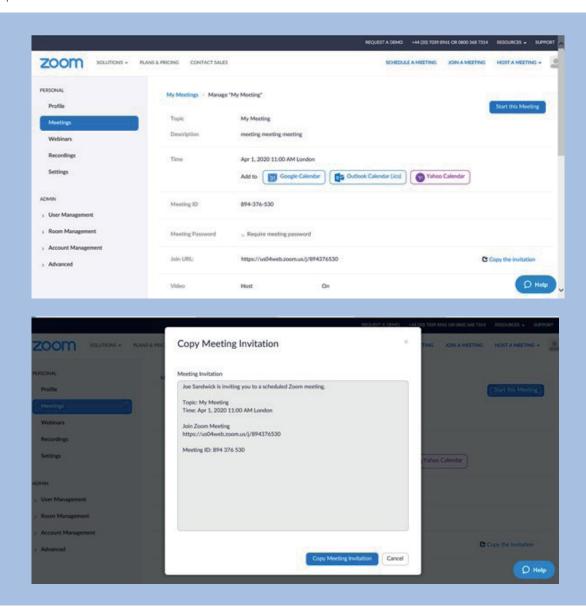
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5 The recipient will then receive an email with a link to the meeting. Once they click on it all they have to do is agree to the terms and conditions and they will be in the meeting.

6 SEE OVERLEAF

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6 If you want to schedule a meeting for a future time or date, click on 'Schedule a meeting' along the top tabs instead of 'Host a meeting'. Then select when you want the meeting to take place. You can either invite recipients by adding the meeting to your calendar, as per below, and following the prompts. Or you are given an option to copy the meeting invitation and send a link out to the recipient via email.

This guide just gives you the basics, so if you are having trouble make sure to check out the help section and frequently asked questions of the **Zoom.us website.**